



STANDARD ADMINISTRATIVE PROCEDURE

33.99.15.M0.01 Reduction in Force for Non-Faculty Employees

Approved September 1, 2011

Revised May 28, 2020

Revised April 30, 2023

Next scheduled review: April 30, 2028

Reason for SAP

This SAP establishes the procedures for a reduction in force (RIF) for non-faculty employees.

Procedures and Responsibilities

1. GENERAL

- 1.1 Texas A&M University System Regulation 33.99.15, *Reduction in Force for Nonfaculty Employees*, provides basic guidance and procedures for conducting a Reduction in Force (RIF).

RIF actions may take the form of elimination of jobs, reduction in percent effort or reduction in salary. Modification in or the elimination of jobs due to changes in funding of a grant or contract, including but not limited to funds obtained from the Texas Advanced Technology or Texas Advanced Research programs, are not to be treated as a RIF subject to System Regulation 33.99.15 or this SAP.

- 1.2 The President will have final approval on all RIF actions.
- 1.3 Authority may be designated to the appropriate vice president to approve the RIF Business Plan.
- 1.4 The Employee Relations (ER) Department within the Division of Human Resources and Organizational Effectiveness (HROE) is designated to coordinate the RIF action with the department conducting the RIF. ER may recommend that

additional consultation with other offices take place, as appropriate, during the RIF process.

2. APPEAL

An employee who receives written notice of a RIF may appeal, as applicable, within five (5) business days of receiving written notice of the RIF in accordance with Section 4 of System Regulation 33.99.15 *Reduction in Force for Nonfaculty Employees*, under System Regulation 32.01.02, *Complaint and Appeal Process for Nonfaculty Employees* or System Regulation 08.01.01, *Civil Rights Compliance*.

Related Statutes and Policies

[System Regulation 32.01.02, *Complaint and Appeal Process for Nonfaculty Employees*](#)

[System Regulation 33.99.15, *Reduction in Force for Nonfaculty Employees*](#)

[System Regulation 08.01.01, *Civil Rights Compliance*](#)

[University Rule 08.01.01.M1, *Civil Rights Compliance*](#)

Contact Office

For information on clarification on this rule contact Employee Relations at (979) 862-3331 or by email at Employee-Relations@tamu.edu

OFFICE OF RESPONSIBILITY [Employee Relations](#)